



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

Canc frp: Jun 02

IN REPLY REFER TO:
COMNAVREGMIDLANT
NOTE 4235.2
PMSL 931
28 JUN 2001

COMNAVREG MIDLANT NOTICE 4235.2

Subj: ACCOUNTING AND MILSTRIP DATA REQUIREMENTS FOR OPEN
PURCHASE REQUISITIONS

1. Purpose. To provide guidance and information covering new requirements for preparing open purchase requisitions.
2. Applicability. This notice applies to the three Regional Supply Office (RSO), Norfolk sites (Naval Station (NAVSTA), Norfolk; Naval Amphibious Base (NAB), Little Creek; and Naval Support Activity (NSA), Norfolk) and their customers.
3. Discussion. The Regional Supply Office, Norfolk Purchasing Office is implementing the Department of Defense mandated Standard Procurement System (SPS). SPS processing requires many changes in the way documentation is recorded, as well as some new document fields now required which were not previously necessary.
4. Action. In addition to the current accounting information now being entered on documents, the accounting/MILSTRIP data outlined below will be required on all Request for Open Purchase documents (DD Forms 2276, 1348-6, 1250, or 1149). Although DD Form 1348-6 and DD Form 1250 MILSTRIP documents already have blocks designated for this information, it is additional data for the DD Form 2276 and DD Form 1149 documents. The following data, applicable to the requested material or service, must be added to the description block just above the description information on these forms.
 - a. Cognizance Symbol (COG), i.e., 9G, 9Z, etc. This is a two character alphanumeric code prefixed to a National Stock Number (NSN) to identify and designate the cognizant Inventory Manager who exercises supply management over specified categories of account.

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b. Federal Supply Classification (FSC), i.e., 7520, 5910, 8010, etc. This is a four-digit number of the NSN consisting of the FSC Group and FSC Class of the National Item Identification Number (NIIN) which identifies the material required.

NOTE: Most material requiring purchase on the open market is not identified by a NSN, but still falls within a COG and FSC category. If required information is not known, contact your supporting Regional Site or the NAB, Little Creek Site Technical Section at 462-8935.

c. Media and Status Code. This is a one character alphabetic or numeric code used to indicate how status is to be provided to the requisitioner and/or receiving activity if different from the requisitioner. "Y" is the recommended media and status code to be used.

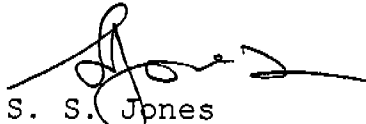
d. Signal Code. This is a one character alphabetic code used to indicate 'ship to' and 'bill to' information.

NOTE: Signal Code information can be obtained by contacting your supporting Regional Site or the NAB, Little Creek Site Technical Section at 462-8935.

e. Fund Code. This is a two character alphanumeric code which further identifies activity/ship operating funds.

5. Your attention to this new requirement is necessary to enable the RSO, Norfolk Purchasing Office to promptly enter document information into SPS and process your requirements as quickly as possible. Forms with incomplete or missing data will be returned to the requisitioner and will delay contract award.

6. Point of contact is Ms. Mary Tuttle at 462-7499.


S. S. Jones
By direction

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List X